
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Data Processing Operator, (Option 1: Computer Operations) and Data Processing Assistant, (Option 1: Computer Operations)** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. INTERPRETING WORK PROCEDURES**(26 Questions)**

The questions presented in this section will assess your ability to read and interpret written work procedures by presenting procedures to read and asking questions that require the interpretation of the information presented. This ability is necessary in this job in order to make crucial work related decisions on the basis of what you have read. The procedures presented are representative of the type of procedures you would encounter in a data processing operations job.

II. DOCUMENTING WORK ACTIVITY**(18 Questions)**

Employees in this job need the ability to manage work activity data. This section covers topics such as the completion of records, maintenance of records, file systems and the compilation of data for record keeping. Test question topics include:

- Ascending sequence of numbers;
- Chronological filing;
- Techniques used to sort materials and documents alphabetically;
- Record keeping code systems;
- General filing procedures;
- Proper handling of confidential records;
- Calculating data from information presented in table format.

III. REASONING ABILITY**(10 Questions)**

The questions in this section tests your ability to reason using numeric data. Your command of basic math skills is tested. The questions present computer operation scenarios which require you to identify the appropriate mathematical computation and successfully execute the computation to answer the question. Other questions measure logical thought processes by requiring you to recognize and resolve numerical sequence problems. Test question topics include:

- Mathematics and numerical reasoning;
- Applied mathematics;
- Logical process problems;
- Numerical sequence problems.